



## The Corporation of the City of Grand Forks

### Accessibility Advisory Committee

**Meeting #:** AAC-2023-02  
**Date:** Wednesday, October 4, 2023, 3:30 pm  
**Location:** City Hall – Council Chambers – 7217 4<sup>th</sup> Street

Chair: Darlene Dautel

1. Land Acknowledgement
2. Call to Order
3. Adoption of Agenda
4. Adoption of Minutes
5. Unfinished Business
  - a. Update on Feedback Mechanism – Action Plan Item #2 for 2023
  - b. Develop 1 action item for Council for 2024 budget (Short Term Action Plan Item #1, also see Sections 1, 3, 19 and 22 of TOR)

#### Attachments:

1. Accessibility Forum List – with Daniel's edits.
  2. Grant Application information.
- 
6. New Business
    - a. First Responders – Disability Register
  7. Late Items
  8. Next Meeting Date
  9. Adjournment

Members present:

- Councillor Thompson – appointed as Co-Chair by the Committee
- Darlene Dautel – appointed as Co-Chair by the Committee
- Christine-Ann Fisher
- Mellisa Markin
- Daniel Drexler, Corporate Officer

1. Introduction of the Members – Corporate Officer

Please be prepared to briefly introduce yourself and provide a little bit of information why you're interested in participating in this committee.

Each member provided a brief introduction.

2. Land Acknowledgement – Corporate Officer

The Corporate Officer delivered the Land Acknowledgement

3. Call to Order – Corporate Officer

The Corporate Officer called the Meeting to order at 4:43pm

4. Adoption of Agenda – Corporate Officer

The agenda was adopted as presented by consensus.

5. Election of Co-Chairs – Corporate Officer

a. One Co-Chair from the City (Section 13 of Terms of Reference (TOR))  
Councillor Thompson was appointed Co-Chair on behalf of the City.

b. One Co-Chair from the Community (Section 14 of TOR)  
Darlene was appointed Co-Chair on behalf of the Community members.

The Corporate Officer advised that the chair role for the meeting commonly alternates between the Co-Chairs.

Co-Chair Councillor Thompson presided over the meeting from this point:

6. Review Terms of Reference (TOR)

a. Focus Area (Section 19)

- b. Public Feedback (Section 20)
- c. Annual Tasks (Section 21-22)
- d. Schedule A – Action Plans
- e. Other sections as desired

The Terms of Reference (TOR) were discussed by the Committee. The Committee was advised about the services that the City provides, what objectives the Province provided for Accessibility Committees in general, and the criteria's that Council set.

7. Action Plan 2023 item

- a. Develop feedback mechanism for the Public to the AAC (Short Term Action Plan Item #2, also see Section 20 of TOR)

The Committee discussed potential ways to garner feedback from the community. Some options included a subpage on the City website, email address, a survey to the public, and holding an open house.

City staff will configure an email address soon and begin work on a simple sub-page to the City's website to provide details about the committee and to share information with the community.

The possibility of an Open House would need to be further discussed especially what the intent of the Open House would be and at what stage of any of the projects. A potential location would be the City Park facility, also referred to as the Seniors Center.

A survey was discussed as a tool to garner information from the public regarding collecting feedback on challenges and obstacles throughout the City. Christine-Ann Fisher advised that she hosted an accessibility forum around 2015 and still has all the feedback that was collected. She plans to submit this to the Committee for review as it would provide a good starting point that the Committee could focus on at once.

The Committee also inquired if the City's website is capable of being read out aloud. City staff will review and report back to the Committee

- b. Develop 1 action item for Council for 2024 budget (Short Term Action Plan Item #1, also see Sections 1, 3, 19 and 22 of TOR)

The Committee discussed potential options for 2024 for Council to consider based on the TOR. The feedback from the accessibility forum in 2015 indicated a variety of mobility issues throughout the community, including:

- Accessible parking stalls
- Snow piles in accessible parking stalls
- Curb let downs for accessible parking
- Curb let downs at intersections
- Uneven/cracked sidewalks

The Committee determined that it may be a valid option to ask Council to further explore these mobility challenges; however, the Committee wanted to review the full list from the accessibility forum first. Co-Chair Thompson and the Corporate Officer advised of the budget cycle for the City and how the annual budget process would work for including a specific project by the Committee. It was noted that accessibility improvements were needed throughout the City and not just around mobility but also around sight challenges and communication especially as the world is becoming more and more digital.

**8. Late Items**

None

**9. Next Meeting Date**

Due to some of the technological challenges throughout the meeting for some members, the Committee discussed the potential to have a follow up meeting in-person early in October to review the accessibility forum list and finalize the request to Council for 2024.

The proposed date is Wednesday October 4, 2023, at 3:30pm at City Hall.

**10. Adjournment**

The meeting was adjourned at 5:18 pm.

## Accessibility: Transportation

1. Getting to local ski hill when in season	shuttle bus service for phoenix
2. Bus/ Public Transportation after three pm is not available	Bus services longer even if it is just on the weekends
3. No Bus on Friday or the weekend	

### Suggestions for transportation:

- A private bus
- Service clubs
- Costs

### Action being took:

This is a provincial issue: Linda has taken this information to BC Transit and is setting up a meeting with them and City Council.

RDKB provides Transit Services and the City funds a portion of the services. Councillor Thompson attended UBCM and may be able to provide an update on this from a provincial funding level.

## Accessibility: Other

1. Access to Mental Health in the evening or on weekends	
2. Access to Doctors Clinic in the evenings or on weekends	
3. Doctors not taking patients	
4. Scent free facilities – Asthmatics and people with breathing issues	
5. Debit pads are hard to read, some don't move for those in a low wheelchair.	
6. Gas Station pumps hard to reach for those in wheelchairs	- There is the full serve
7. Bathrooms – small if someone has to assist the person in a wheelchair in the stall	
8. No Dentist with a lift so those who can not transfer from wheelchair to the table can not go to dentist	
9. Most dentists ask for money up front	
10. Stairs at the city hall could use some visibility strips for those with some vision issues	
11. More ramps available in town	

Other continued

Suggestions:

- Full serve gas pump available – one person said then they feel helpless if they can't do it themselves.

Action Taken:

- Accessibility committee to contact Linda about mental health, dentists, doctors
- Accessibility committee to contact city of grand forks about the stairs
- Accessibility committee to contact downtown business assoc. about bathrooms

Stairs at City Hall. Would need to discuss with public works staff to determine if there are suitable options for the type of stone used for the stairs.

## Accessibility: Employment

1. Finding a job that accommodates physical needs	
2. Awareness of funding available	

### Suggestions:

- Celebrate the employers
- Give them the information on funding to the small business' Diane Heinrich has the information and is going to give to the Downtown Business assoc. to review the information.

### Actions taken:

- This is to be reviewed by the Accessibility Committee that the City has asked Self Advocates to start.

Unsure about the history of this item and if the AC mentioned above had any update on this item. City would be limited to what is in the sphere of services of the City.



## Accessibility: Environment

1. Disability parking in town is not wheelchair vehicle accessible	
2. No reduced sidewalks beside the wheelchair parking	
3. Sidewalk maintenance (inconsistent cleaning, uneven sidewalks)	
4. Extra Foods needs some shopping carts by the door for those who ride up to the door with their motorized chair and can't walk to get a cart	
5. Beaches are not Accessible to everyone	

### Suggestions:

- Find out which parking spots are not fully accessible and where necessary parking is needed.

### Actions taken:

- This is to be reviewed by the Accessibility Committee that the City has asked Self Advocates to start.
- Then the accessibility committee will bring information to city for review.

The downtown sidewalk and parking concerns listed above seem to be consistent with the discussions we had so far and are within the sphere of the City.

## Accessibility: Attitudinal

1. People talking to the support worker instead of the person	
2. Would like to be able to open a bank account for a group of people with disabilities	
3. Got a gift card in a hamper and the store asked why they had one.	
4.	

### Suggestions:

- Just getting people education on these issues.

### Action Taken:

- Christmas Hamper Program has been looking into the gift card issue, accessibility committee to check in with them to see if it was resolved.

Not within the City's sphere.

## Accessibility: Architectural

1. Doorways to many of the business are too narrow for some wheelchairs	
2. Ramp to main door of Selkirk with no automatic door (dangerous for support worker and for the person in a wheelchair and walkers)	
3. Pool family change rooms hallway is too narrow for some wheelchairs	
4. Pool needs a lift to use the pool and hot tub	
5. Restaurants that are not wheelchair accessible (Borscht Bowl and Marvelous Munchies etc.)	
6. The lift at the Ice Rink has been non-operational for a while	
7. Hospital ramp too steep	
8. Mammogram van stairs too steep	

## Architectural continued

### Suggestions:

- Privately owned businesses are not obligated to be accessible but all provincial buildings are obligated to be.

### Actions Taken:

- Linda Larson is looking into the hospital ramp and the Mammogram stairs
- Accessibility Committee needs to set up a meeting with Roly Russel about the RDKB buildings (pool, ice rink etc.)

- Accessibility Committee needs to go around to other provincial buildings, to find out how accessible they are. If there are any that are not, they are to let Linda know.
- Accessibility Committee needs to meet with Downtown Business Assoc. and talk about business doorways that are too narrow.

Legislation requires new construction to provide additional features for ramps, bathrooms, etc. Grants are also available for some buildings for accessibility upgrades/retrofits. I believe the Gallery and Library took advantage of some of those grants already. I'm not sure if this applies to regular businesses as well.

## Accessibility: Financial

1. Housing with the amount of disability funding we get	
2. Housing survey put out from the City of Grand Forks	
3. Person with a disability must have a power of attorney to buy a house	

### Suggestions:

- Take the housing survey put out by the City
- Linda Larson says the government is going to be discussing housing at their meeting will let accessibility committee know what comes from this meeting.

### Actions taken:

- Accessibility committee will report on this as soon as they get the information from Linda.

RDKB undertook a housing needs assessment in 2020/21 for the region.

Financial items are outside of the City's sphere.

## Accessibility: Communication

1. Service BC there is no one able to assist with forms and or help individuals	
2. Picture Symbols to be included if words so it is universal	
3. Sub Titles	Gem Theatre does do subtitles if you call and let them know what day and showing you are going to.
4. Very few translators available (for hearing impaired as well as ESL speaking)	
5. Alarms in buildings should have flashing lights as well for those who are hearing impaired.	

## Communication Continued

### Suggestions/Discussions

- Hearing impaired includes older people as well who have a hard time hearing.
- Talk to businesses where people congregate and see about their alarm system
- There are translators available but need to book ahead of time and they travel to where they are needed.

### Actions taken:

- Accessibility Committee to look into these and find out best solutions to them

Library (City owned building) had a new Fire Alarm System installed yesterday.

- The new system is 100% to code
- pull stations are lowered (were 6ft above ground in some areas)
- flashing lights installed

Other City owned facilities are being reviewed for Fire Alarm System upgrades over the next few years.

Technological tools exist now for assisting with ESL, etc.

Need more information on picture symbols. Generally, all street, parking, etc. signs are pictures with text.

## **RDKB**

- Family changerooms at the pool the hallway is too narrow for some wheelchairs
- Pool needs a lift to use in the pool and hot tub
- Lift at the Ice Rink does not work

## **Provincial**

- Transportation
- Mental Health after hours
- Dr. clinic in the evenings and weekends
- Dr. not taking patients
- Dentists not taking patients and wanting money upfront.
- Hospital ramp too steep
- Mammogram van stairs too steep
- Limited housing in Grand Forks
- Change of Service BC not having someone to talk to when there is a problem.

## **City of Grand Forks – please see comments above under each section**

- Scent free facilities
- Visibility strips for the stairs at city hall
- Downtown wheelchair parking
- Reduced sidewalks
- Sidewalk maintenance
- Picture symbols

## **Downtown Business Assoc. and Chamber**

- Bathrooms in stores that are not fully wheelchair accessible
- Employment – Education
- Extra Foods shopping carts
- Education in general
- Doorways to business'
- Ramp at Selkirk with no automatic door
- Downtown restaurants not wheelchair accessible
- Alarms to flash for those with hearing impairments



# Local Community Accessibility Grants

## About this initiative

Under the *Accessible BC Act*, local governments are required to develop a feedback mechanism, Accessibility Committee and Accessibility Plan.

This initiative provides one-time funding for local governments, of up to \$25,000, to support the implementation of projects or priorities identified in their Accessibility Plan or in partnership with their Accessibility Committee.

## Who can apply?

All local and regional governments in British Columbia can apply provided you meet the conditions of Part 3 of the Accessible B.C. Act.

## Funding Streams

Eligible organizations can apply for funding **up to \$25,000** and may select one of the following streams:

Stream 1—Local Government led projects	Stream 2—Capacity Building and Support
<p>This funding stream is designed to provide support for local governments who have a clear project in mind that they would like to implement.</p>	<p>This funding stream is designed to assist local governments who are unsure about where to start in terms of implementing a project.</p>
<p>Under this stream are projects and initiatives designed to identify barriers and improve the overall level of accessibility and inclusion related to:</p> <ul style="list-style-type: none"> <li>• <b>The Built Environment:</b> This could include projects designed to improve the overall physical accessibility of existing spaces and places to better meet the needs of the community.</li> <li>• <b>Education and Awareness:</b> This could include using information and education as a tool to build a deeper awareness and understanding of the disability needs in your community.</li> <li>• <b>Policy and Programs:</b> This could include developing local policies, bylaws, guidelines, or other materials designed to promote and support greater accessibility and inclusion across different policies and programs.</li> <li>• <b>Modelling Inclusive Practices:</b> This could include undertaking a review of current practices and programs to explore ways to identify and remove potential barriers to participation.</li> <li>• <b>Communication and Engagement:</b> This could include exploring ways to strengthen current communication and engagement practices to meet a broader range of needs and to promote and support a deeper sense of belonging and inclusion.</li> <li>• <b>The Use of Technology:</b> This could include exploring ways to support more active participation and engagement of persons with disabilities in all aspects of community life (economic, social, cultural and recreational) through the use of assistive devices and technology.</li> </ul>	<p>Under this stream, SPARC BC will assist in the development and delivery of a capacity building workshop to be delivered in person or held over zoom with a focus on supporting your community in advancing shared accessibility goals.</p> <p><b>Supports Available:</b> For those choosing this stream, SPARC BC will assist in the design and delivery of a workshop that will include the development of tools, resources, or other materials.</p> <p><b>Identifying a Specific Project Priority Area:</b> Each of the workshops will be customized to meet the specific needs/ interest of your community and could include the design and delivery of workshops related to:</p> <ul style="list-style-type: none"> <li>– The Built Environment</li> <li>– Education and Awareness</li> <li>– Policy and Program Design</li> <li>– Modelling Inclusive Practices</li> <li>– Communication and Engagement</li> <li>– The Use of Technology</li> </ul> <p><b>Moving To Implementation:</b> Once a project has been identified, SPARC BC will work with the community to assist with the preparation of the grant application form as well as help to provide relevant contact information, materials, and other resources.</p>

## Examples of Projects that You Might Want to Consider:

<b>The Built Environment</b>	
<ul style="list-style-type: none"> <li>- Designing or building ramps</li> <li>- Adding elevators or lifts</li> <li>- Making washrooms and other facilities more accessible</li> </ul>	<ul style="list-style-type: none"> <li>- Making entrances more accessible including adding automatic door-openers)</li> <li>- Adding audio signals, tactile strips, hearing loops and other features</li> </ul>
<b>Education and Awareness</b>	
<ul style="list-style-type: none"> <li>- Participating in anti-bias training to develop knowledge of conscious and subconscious bias</li> </ul>	<ul style="list-style-type: none"> <li>- Training workplaces in service delivery to enable employees to meet a broader range of needs</li> </ul>
<b>Policies and Programs</b>	
<ul style="list-style-type: none"> <li>- Development of local policies (parking, housing, building standards, bylaws)</li> <li>- Funding for legal and consulting advice</li> </ul>	<ul style="list-style-type: none"> <li>- Development and implementation of local recreation or other types of programs</li> </ul>
<b>Modelling Inclusive Practices</b>	
<ul style="list-style-type: none"> <li>- Training to review and amend interview processes</li> <li>- Including ASL interpreting for events</li> </ul>	<ul style="list-style-type: none"> <li>- Accessibility audit of workflow</li> <li>- Remuneration for Accessibility Advisory Committee etc.</li> </ul>
<b>Communication and Engagement</b>	
<ul style="list-style-type: none"> <li>- Creating job task checklists in pictorial form</li> <li>- Creating wayfinding signage in braille</li> <li>- Creating an ASL version of information, training materials or policies</li> </ul>	<ul style="list-style-type: none"> <li>- Application forms accessible to screen readers</li> <li>- Reprinting hardcopies of material in large font</li> <li>- Update web pages for accessibility, etc.</li> </ul>
<b>The Use of Technology</b>	
<ul style="list-style-type: none"> <li>- Purchasing software that enables production of accessible documents</li> <li>- Flashing fire alarms for deaf employees</li> <li>- Specialized headsets</li> </ul>	<ul style="list-style-type: none"> <li>- A tablet for communication</li> <li>- Laptops for remote working</li> <li>- Buying specialized tools for workplaces</li> </ul>

## Funding

- All projects must be completed by the end of the grant program, which ends on March 31, 2026.
- Successful applicants will be required to submit a final report to SPARC BC by March 31, 2026.
- For projects \$10,000 or less funding will be disbursed in 1 transaction of 100%. Grants above \$10,000 will be dispersed in 2 transactions—80% upon return of the Terms & Conditions document and 20% upon receipt of Final Report.

### Council and Accessibility Support

The project that is to be funded through this grant program, must be part of your local Accessibility Plan and must have the support of the local Council and Accessibility Committee. Please supply a letter of support from your Accessibility Committee. Council support can be shown in the form of a formal council or Board resolution, or in the form of a letter of support from the CAO for the local/regional government.

#### How to Apply

Proposals must be completed using the Local Community Accessibility Grant Program Application Form which you can find on SPARC BC's website.

The Province has allocated five million dollars to support local communities and regions. Applications will be received and approved on a rolling basis and are open from June 5th 2023.

Please ensure to provide a current e-mail address as ALL correspondence and documentation will be forwarded via this e-mail address.

Applications will be reviewed by SPARC BC and representatives from the Accessibility Directorate at the Ministry of Social Development and Poverty Reduction. All applicants will be notified about the status of their application within three weeks of their submission to [accessibility@sparc.bc.ca](mailto:accessibility@sparc.bc.ca).

### Need More Information

We know you may be unsure where to start or how to achieve your projects and we're here to help. Over the next 1-2 months we will organize:

- **Weekly information sessions—every Tuesday 10am-11:30am**  
We will have a drop-in zoom call to go over the details of the grant and answer any questions you have. These workshops will be offered weekly from **June 6th** to **July 25th**. You can register for the workshop on our website.
- **On-going Capacity Building Workshops**  
As we begin to work with local governments, we will be hosting regular capacity building workshops to educate and assist teams in their project ideas and planning. Please reach out to Lily, contact details below, to discuss the type of assistance or resources you may need.

### Compliance Questions

For questions related to compliance with the Accessible B.C. Regulation please contact: [engageaccessibility@gov.bc.ca](mailto:engageaccessibility@gov.bc.ca)

Thank you for your interest in the Local Community Accessibility Grants Program. If you have questions, please contact:

#### Lily Connor

Manager—Accessibility Initiatives, SPARC BC

Phone: 604-718-7748

E: [accessibility@sparc.bc.ca](mailto:accessibility@sparc.bc.ca)

# Local Community Accessibility Grant

## About this initiative

To provide local governments with up to \$25,000 in funding to remove barriers for persons with disabilities by implementing one of the initiatives identified in their Accessibility Plan, or by their Accessibility Committee. It could also be an initiative that the community would like to implement based on feedback received from service users based on their feedback mechanism.

## Eligible Applicants

All municipalities and regional districts in British Columbia are eligible to apply for this funding.

1. Each municipality or regional district is eligible to submit an application
2. Priority will be given to local governments that are fully compliant with Part 3 of the *Accessible B.C. Act*.

## Nature of the Funding

Each local government is eligible for up to \$25,000 and may select one of the following streams:

### Stream 1—Local Government led projects – new

This stream is designed for local governments that already have a project that will advance accessibility or build the local-level capacity when responding to local accessibility needs or priorities.

### Stream 2—Capacity support – existing/expanding

This stream is designed for local governments that may be unsure of where to start, and will focus on working together with others to build a deeper sense of existing and emerging accessibility needs or priorities.

Local governments in this stream will work with SPARC BC to define their needs and select a specific area of focus (built environment, attitudes, practices, policies, information and communication or technology). The funding will then be used to implement the specific projects or initiatives identified.

- Stream 1—Local Government led projects – new
- Stream 2—Capacity support – existing/expanding

Please provide a short overview of your proposed initiative or area of focus:

## About your Project

The funding is available to support projects of varying sizes, types and complexity including projects, both new and existing, designed to:

- Remove physical barriers in the built environment
- Understand and address attitudes, practices, and policies
- Enhance information, communication, and technology

**Please describe the needs or types of barriers that your initiative will address:**

**Which specific needs or disability groups will be served through your initiative?**

**What geographic area does your initiative cover?**

**What is the type of knowledge or insight that you hope to gain?**

## Types of Activities Covered

What types of activities will be delivered through your initiative?

- Ramps, elevators, lifts, accessible washrooms, power door operators, accessible doors, audio signals and loops and lighting/color contrasting for visually impaired etc. (The completed infrastructure must be open for public use)
- Anti-bias training, service delivery training
- Training or supports needed to promote safer economic inclusion, interview processes, ASL interpretation and supports for events, Accessibility Audits of workflow, remuneration for Accessibility Advisory Committee reviewing and members.
- Funding for legal and consulting advice as well as internal staff resources.
- Funding to strengthen communication designed to allow for greater inclusion
- Job task checklists in pictorial form, wayfinding signage, ASL version of policies, application forms accessible to screen readers, reprinting hardcopies of material in large font, Braille versions of documents, accessibility enhancement to the website.
- Purchasing software that enables the production of accessible documents, specialized equipment and productivity tools (headsets, tablets, laptop screenreaders).
- Other ideas as identified through your Accessibility Committee.

## Funding Amounts

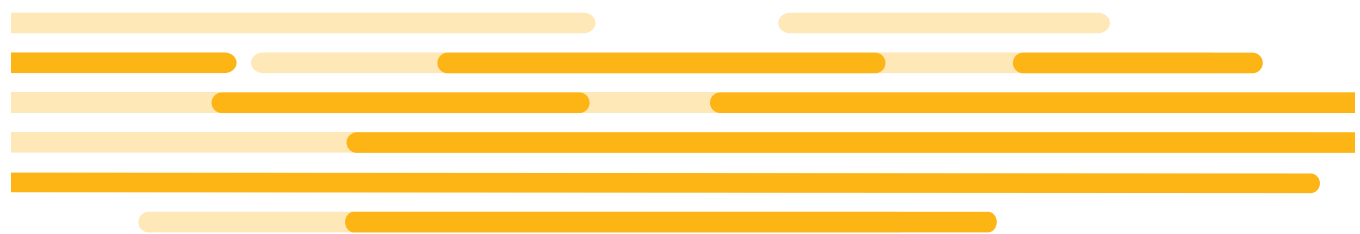
Funding will be dispersed in the following methods, all successful applicants must have all project completed by end of the grant programme and are required to submit a final report to SPARC BC by 31<sup>st</sup> March 2026.

1. For projects \$10,000 or less funding will be disbursed in 1 transaction of 100%.
2. Grants above \$10,000 will be dispersed in 2 transactions—80% upon return of the Terms & Conditions document and 20% upon receipt of Final Report

## ADMINISTRATIVE DETAILS: KEY STRATEGIES AND ACTIONS INCLUDING KEY MILESTONES

Please tell us about the specific steps and actions to be taken, key milestones and critical dates. Please note, it is possible to add additional pages if required. However, project applicants are only expected to provide high-level details and that SPARC BC will seek additional information or clarification if required. Completion of this table is optional for stream 2.

Key Steps and Actions	Key Milestones/Outcomes	Critical Dates
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
<b>Conclusion: Project Outcomes Report Submission</b>		



## REQUESTED PROJECT BUDGET

The following sets out the proposed budget to complete the scope of work as outlined in the previous section. Completion of this table is optional for stream 2.

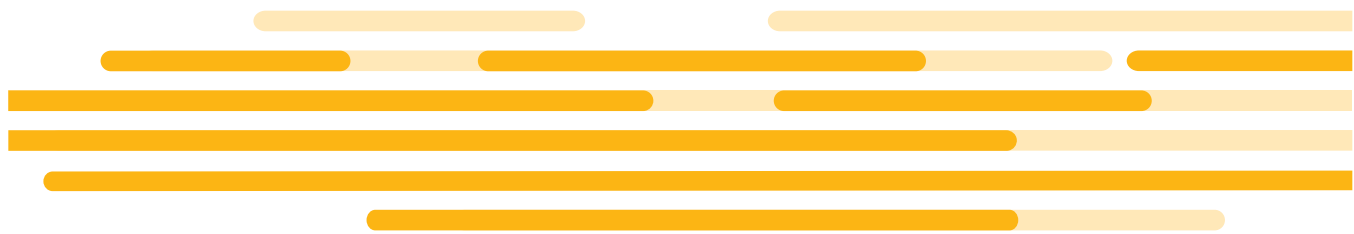
Specific Steps and Actions	Proposed Budget
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
<b>TOTAL REQUESTED BUDGET AMOUNT</b>	<b>\$</b>

### Third-party contributions

Third-party means any person or legal entity, other than the Province, who participates in the implementation of an eligible project by means of contract. The Province's share is calculated once all third-party contributions (provincial, federal, and private funds) have been deducted from the total eligible costs of the project. If third-party funding is available, it may be applied to the project outside the provincial grant portion.

### In-kind Contributions

In-kind or donated contributions are not an eligible cost. In-kind contributions may include volunteer hours and/or donated professional labour, services, space and materials, which are provided at no cost or below fair market value to the Recipient.



## ABOUT THE APPLICANT

Tell us about your organization and key project implementation partners for this initiative:

**Organization Name** \_\_\_\_\_

**Address** \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Population:

Population size:  Less than 15,000  Between 15,000 and 25,000  Over 25,000

### Accessibility in your organization

Please provide a link to your organization's accessibility plan

\_\_\_\_\_

Please provide a link to your organization's feedback mechanism

\_\_\_\_\_

Does your organization currently offer service delivery training to staff?  yes  no

Does your organization measure the number of employees who identify as persons with disabilities?  yes  no

Which service area is responsible for advancing accessibility in your community?

\_\_\_\_\_

Do you have existing partnerships and relationships which focus on advancing shared accessibility goals?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Letter of Support

Please provide a letter of support from your accessibility committee. This letter should be submitted alongside this application form as a Word document or PDF.

## Signature

The signature below certifies that all the information provided in this application is complete and correct.

Applicant Name: \_\_\_\_\_

Digital Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Application Checklist

- Accessible Communities Grant Application Form
- Workplan (only required for applicants in Stream 1)
- Proposed budget (only required for applicants in Stream 1)
- Letter of Support from Accessibility Advisory Committee
- Board Resolution/Letter of Support from CAO

## Submit your Application

To submit your application please email [accessibility@sparc.bc.ca](mailto:accessibility@sparc.bc.ca).

If you have questions or require assistance in completing this application, please contact [connor@sparc.bc.ca](mailto:connor@sparc.bc.ca).

**Thank you for your application!**



# Accessibility includes *all*



# LOCAL COMMUNITY ACCESSIBILITY GRANT PROGRAM

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INFORMATION SESSION



BRITISH  
COLUMBIA



# LAND ACKNOWLEDGEMENT

SPARC BC gratefully acknowledges that our office is located on traditional, ancestral and unceded territories of the Coast Salish People including the Skwxwú7mesh (Squamish), xʷməθkʷəy̓əm (Musqueam) and səlílwətaʔt (Tseil-Waututh) Nations.



# WHAT IS THE GRANT?

The Local Community Accessibility Grant provides:

- One-time funding for **local and regional governments**,
- Of up to \$25,000,
- To support the implementation of **projects or priorities**,
- Identified in their **Accessibility Plan** or in **partnership with their Accessibility Committee**.

Each eligible government can apply for one grant, regardless of partnership with other governments.



# WHO CAN APPLY?

All municipalities and regional districts in British Columbia are eligible to apply for this funding.

Priority will be given to local governments that are fully compliant with Part 3 of the *Accessible B.C. Act*.



# WHAT KINDS OF PROJECTS ARE ELIGIBLE?

We have six areas of focus.



# AREAS OF FOCUS

We're looking for projects that fall under one or more of these six areas of focus:

1. The Built Environment
2. Education and Awareness
3. Policies and Programs
4. Modelling Inclusive Practices
5. Communication and Engagement
6. The Use of Technology



# AREAS OF FOCUS

## THE BUILT ENVIRONMENT



This could include projects designed to improve the overall **physical accessibility of existing spaces and places** to better meet the needs of the community.

- Designing or building ramps
- Adding elevators or lifts
- Making washrooms and other facilities more accessible
- Making entrances more accessible including adding automatic door-openers
- Adding audio signals, tactile strips, hearing loops and other features

This could include using information and education as a tool to **build a deeper awareness and understanding** of the disability needs in your community.

- Participating in anti-bias training to develop knowledge of conscious and subconscious bias
- Training workplaces in service delivery to enable employees to meet a broader range of needs



## EDUCATION AND AWARENESS



# AREAS OF FOCUS

## POLICIES AND PROGRAMS



This could include **developing local policies, bylaws, guidelines, or other materials** designed to promote and support greater accessibility and inclusion across different policies and programs.

- Development of local policies (parking, housing, building standards, bylaws)
- Funding for legal and consulting advice
- Development and implementation of local recreation or other types of programs

This could include undertaking a **review of current practices and programs** to explore ways to identify and remove potential barriers to participation.

- Training to review and amend interview processes
- Including ASL interpretation for events
- Accessibility audit of workspaces and potential supports
- Remuneration for Accessibility Advisory Committees etc.



## MODELLING INCLUSIVE PRACTICES

# AREAS OF FOCUS

## COMMUNICATION AND ENGAGEMENT



This could include **exploring ways to strengthen communication and engagement practices** to meet a broader range of needs and to promote and support a deeper sense of belonging and inclusion.

- Creating job task checklists in pictorial form
- Creating wayfinding signage in braille
- Creating an ASL version of information, training materials or policies
- Application forms accessible to screen readers
- Reprinting hardcopies of material in large font
- Update web pages for accessibility, etc.

This could include exploring ways to support more **active participation and engagement of persons with disabilities** in all aspects of community life (economic, social, cultural and recreational) through the use of assistive devices and technology.

- Purchasing software that enables production of accessible documents
- Fire alarms with strobe lights for Deaf employees
- Specialized headsets
- A tablet for communication
- Laptops for remote working
- Buying specialized tools for workplaces



## THE USE OF TECHNOLOGY

# THERE ARE TWO STREAMS TO APPLY TO



# WHICH STREAM TO APPLY FOR?



## STREAM 01

This stream is designed for local governments that already have a project in mind.



## STREAM 02

This stream is designed for local governments that may be unsure of where to start.

Local governments in this stream will work with SPARC BC to define their needs and select a specific area of focus.

The funding will then be used to implement the specific projects or initiatives identified.

# FUNDING

The grant is a one-time funding of up to \$25,000.

For projects \$10,000 or less funding will be disbursed in 1 transaction of 100%.

Grants above \$10,000 will be dispersed in 2 transactions:

- 80% upon return of the Terms & Conditions document and,
- 20% upon receipt of Final Report.



# COMPLETING YOUR APPLICATION

You can find all the materials you need on our website.

<https://www.sparc.bc.ca/>



# APPLICATION SUMMARY

## Stream 1

- Official Application Form
- Letter of Support from your Accessibility Committee
- Letter of Support from the CAO or Board resolution
- Workplan – if it does not fit in the application
- Proposed budget – if it does not fit in the application

## Stream 2

- Official Application Form
- Letter of Support from your Accessibility Committee
- Letter of Support from the CAO or Board resolution



# Q AND A

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# THANK YOU!

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ACCESSIBILITY@SPARC.BC.CA



[HTTPS://WWW.SPARC.BC.CA/](https://www.sparc.bc.ca/)



# Accessibility Advisory Committee

## Terms of Reference

### Purpose

The purpose of the Accessibility Advisory Committee is the following:

1. Based on Provincial requirements:
  - a. assist the City to identify barriers to individuals in or interacting with the City, and
  - b. advise the City on how to remove and prevent barriers to individuals in or interacting with the City.
2. Comment on new provincial accessibility legislation to inform Council and City Staff planning and program changes on suggested priority actions for initial implementation.
3. Act as a resource and provide advice and recommendations to City Council and Staff on the implementation of the Accessibility Short- and Long-Term Action Plans (see Schedule A)
4. Receive and communicate out City activities and updates related to accessibility to “parent” organizations the member represents (where applicable)
5. Share information on best practices and innovations on accessibility issues which align with the Focus Areas (see below) and Action Plan (see Schedule A) items.
6. Respond to staff requests for input on major capital projects to identify and address accessibility considerations.

### Membership

7. Provincial requirements for membership:

Accessibility committees, to the extent possible, should have at least half of its members:

  - a. Be persons with disabilities.
  - b. Represent a disability-serving organization.

Membership should also reflect the diversity of British Columbians and have Indigenous representation. Committees may include members from inside or outside of the organization.
8. The Committee shall consist of five (5) voting members, appointed by Council.
9. Appointed members will consist of at least one representative from each of the following sectors.
  - a. Member of Council (1) – recommended and appointed as per policy to act also as Council’s liaison.

- b. Members of the community (3), based on the following criteria:
  - a. Board or Committee experience preferred
  - b. Base knowledge regarding the role of the City when addressing accessibility
  - c. Based on Provincial recommendations (see Section 7.)
- c. City Staff – appointed by the CAO.

## Time Commitment

10. The Committee meets two to three times per year either in person or via video conference. (March and September, plus in preparation for a Council budget meeting in December or January)
11. In addition, for preparing and attending meetings, committee members should anticipate working on 'special projects' or sub-committees as needed.
12. A term shall be for 1 year, the initial term shall be for 18 months from September 2023 to March 2025. Appointments will be made by Council annually in the Spring of each year thereafter.

## Committee Procedures

13. One Committee co-chair shall be a City representative.
14. One Committee co-chair shall be one member of the community.
15. The Committee shall determine the date for the next meeting at each meeting.
16. Quorum shall consist of 50% plus one of the appointed members.
17. Decisions are taken by consensus of the appointed members present at the meeting.
18. Corporate department staff may assist the Committee if required on a limited basis for administrative purposes.

## Focus Area

19. The key areas of responsibility that the City can consider in its goals of identifying, removing, and preventing accessibility barriers include:
  - a. Public Infrastructure
  - b. City programs and services
  - c. Municipal Information, regulations, and policies

## Public Feedback

20. - \*This section is intentionally not complete and will be developed as part of the Short Term Action Plan at the Committee's first meeting\*.

## Annual Tasks

21. Review annually the overall Terms of Reference and make recommendations to Council as needed to amend or update. (March Meeting)
22. Review the Schedule A items based on the Focus Areas listed above and recommend to Council for implementation as part of the budget process. (September Meeting, possible December/January Council presentation)  
In developing these items, the following principles must be considered:
  - a. inclusion;
  - b. adaptability;
  - c. diversity;
  - d. collaboration;
  - e. self-determination;
  - f. universal design.

# Schedule A – Action Plans

## Short Term Action Plan

1. Assess a priority project for 2024 that aligns with the needs of the community
  - a. Prepare a project plan and timeline
  - b. Prepare presentation to Council as part of the 2024 budget process
2. Develop an avenue for the public to provide feedback to the Committee when developing Short and Long term Action Plan items as well as barriers to individuals in or interacting with the City.

## Long Term Action Plan

1. Develop 1 action item for Council consideration for the 2024 budget process
  - a. Potential implementation of the item in 2024
2. Develop 2 additional action items for Council consideration for 2025 and 2026